



INLAND  
EMPIRE  
HIV  
PLANNING  
COUNCIL

120 Carousel Mall • San Bernardino, CA 92415-0475  
(909) 388-0426 • Fax (909) 388-0424  
Website: [www.iehpc.org](http://www.iehpc.org)

Riverside/San Bernardino California Transitional Grant Area

Cameron Kaiser, MD  
Interim County Health Officer Co-Chair

Henry Nickel  
Community Co-Chair

## Standards Committee

Thursday, March 01, 2012  
12:30pm-2:00pm

Meeting Location\*

Beaumont Civic Center  
550 E. 6<sup>th</sup> Street  
Beaumont, CA

(909) 388-0426/PCS Mobile (909) 693-0750

\*Teleconferencing is not available

*These facilities are in full compliance with the Americans with Disabilities Act of 1992.*

## Agenda

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<b>12:30</b>	<b>1. Call to Order</b> <ul style="list-style-type: none"><li>▪ Roll Call*</li><li>▪ Introductions</li></ul>	T. Evans
	<b>2. Public Comments<sup>1</sup></b>	Members of the Public
	<b>3. Members Privilege</b>	PC Members
	<b>4. Approval of Agenda<sup>2</sup></b>	T. Evans
	<b>5. Approval of the Minutes<sup>2</sup></b> 5.1 Minutes of February 02, 2012	T. Evans
	<b>6. Old Business<sup>2</sup></b> 6.1 Review and Revise IEHPC Standards of Care <ul style="list-style-type: none"><li>• Housing Services (A-1)</li><li>• Medical Transportation (A-2)</li></ul> 6.2 Discuss Peer Counseling	
	<b>7. Public Comments</b>	Members of the Public

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	<b>8. Members Privilege</b>	PC Members
	<b>9. Review of Action Items</b>	PC Staff
	<b>10. Agenda Setting for Next Meeting</b>	PC Members/ T. Evans
	<b>11. Roll Call*</b>	PC Staff
<b>2:30</b>	<b>12. Adjournment</b>	T. Evans

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<sup>2</sup> The agenda item may consist of a discussion and a vote. Public comments can be made prior to each Planning Council vote.

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**INLAND EMPIRE HIV PLANNING COUNCIL STANDARDS OF CARE  
RIVERSIDE / SAN BERNARDINO TRANSITIONAL GRANT AREA  
RYAN WHITE HIV/AIDS PROGRAM**

**HOUSING SERVICES**

*This document offers a limited set of focused standards addressing key aspects specific to this service category. Other relevant standards, including the Common Standards, as well as other policies, recommendations and guidelines should be referenced in conjunction with this standard.*

**Purpose of Standards**

These service and care standards are prescribed by the Inland Empire HIV Planning Council (IEHPC). The purpose of these standards is to establish a minimum set of quality expectations to ensure uniformity of service funded by the Health Resources and Services Administration (HRSA) under the Ryan White HIV/AIDS Program legislation across the Riverside/San Bernardino Transitional Grant Area (R/SB TGA).

These standards are to be monitored and enforced by means of incorporation into service provision contracts managed by the Ryan White Program (RWP) Office on behalf of the IEHPC, as provided by the Ryan White HIV/AIDS Program legislation and HRSA policies, guidance, and other requirements.

**Definition of Service (HRSA)**

***Housing Services** are the provision of short-term assistance to support emergency, temporary or transitional housing to enable an individual or family to gain or maintain medical care. Housing-related referral services include assessment, search, placement, advocacy, and the fees associated with them. Eligible housing can include both housing that does not provide direct medical or supportive services and housing that provides some type of medical or supportive services such as residential mental health services, foster care, or assisted living residential services.*

**I. Care and Treatment Goal(s):**

The goal of Housing Services is to augment other resources for housing assistance through the provision of housing referral services including housing assessment, short-term and emergency services designed to stabilize housing for clients in order to promote access to health care and supportive service. In combination with emergency assistance funds and other short-term intensive support, provide an environment that facilitates continuation of HIV medical care and appropriate medication adherence thereby improving quality of life and clinical health outcomes.

## II. Service Goal(s):

Enable HIV service clients at risk for loss of shelter to remain in, enter, or re-enter a stable living environment and assist in locating and placing eligible clients in emergency/temporary shelter, when necessary.

### A. Service Objectives

1. Assist in entry, re-entry, and maintenance in a stable living environment.
2. Provide shelter on an emergency or temporary basis to clients who are homeless or at risk for homelessness.

### B. Description of Services

#### Service Components

1. Conduct housing service assessment with client. According to *HRSA Policy Notice 08-01*, "the necessity of housing services for purposes of medical care must be certified or documented by a case manager, social worker, or other licensed healthcare professional(s)."
2. When appropriate, the housing assessment should be shared with the Medical Case Manager made available for development of the client's Care Plan.
3. If a Care Plan is in place, the Care Plan developed by the Medical Case Manager should be reviewed and incorporated where appropriate. If the housing case manager identifies additional service needs, these needs should be communicated to the Medical Case Manager incorporated into the Client's Care Plan if they are ever in need of Medical Case Management.
4. Provide temporary/emergency housing and make referrals to appropriate long term housing resources.
5. Provide housing, rental assistance, including housing units and group quarters that have supportive environments.
6. According to *HRSA Policy Notice 08-01*, emergency/short-term assistance "must be accompanied by a strategy to identify, relocate and/or ensure progress towards long-term, stable housing OR a strategy to identify an alternate funding source for housing assistance."
7. Other components may include but are not limited to the following, as they relate to housing needs: counseling, case management, life skills training, and education.
- 7.8. In the event that a property manager does not accept a third party check, the agency may provide Housing Assistance in the form of a money order or cashier's check.

### C. Limitations

1. See HRSA Policy Notice 08-01 for HRSA guidance concerning allowable RW-funded Housing Services.
2. Funds cannot be in the form of direct cash payments to recipients or services.

**3.** Mortgage payments are not allowable.

**3-4.** Funds can be paid in the form of money order or cashier's check.

Local limitations are as follows:

1. Utility bill payments are not allowable
2. Eligible clients may receive up to ~~fourteen-thirty~~ **(3014)** nights of emergency motel or thirty (30) days of rent assistance annually.

### **III. Service-Specific Staff Qualifications**

According to *HRSA Policy Notice 08-01*, housing case management must be provided by case managers or other professional(s) who possess a comprehensive knowledge of local, State, and Federal housing programs and how they can be accessed  
*Please refer to the Common Standards of Care for general staff qualification requirements.*

### **IV. Exceptions and Urgent Need**

*Please refer to the Common Standards of Care for guidance concerning Exceptions and Urgent Need.*

### **V. Reportable Units of Service and Financial Eligibility**

*Please refer to the current service contract for a description of the unit of service and financial eligibility thresholds for each service category.*

**INLAND EMPIRE HIV PLANNING COUNCIL STANDARDS OF CARE  
RIVERSIDE / SAN BERNARDINO TRANSITIONAL GRANT AREA  
RYAN WHITE HIV/AIDS PROGRAM**

**MEDICAL TRANSPORTATION SERVICES**

*This document offers a limited set of focused standards addressing key aspects specific to this service category. Other relevant standards, including the Common Standards, as well as other policies, recommendations and guidelines should be referenced in conjunction with this standard.*

**Purpose of Standards**

These service and care standards are prescribed by the Inland Empire HIV Planning Council (IEHPC). The purpose of these standards is to establish a minimum set of quality expectations to ensure uniformity of service funded by the Health Resources and Services Administration (HRSA) under the Ryan White HIV/AIDS Program legislation across the Riverside/San Bernardino Transitional Grant Area (R/SB TGA).

These standards are to be monitored and enforced by means of incorporation into service provision contracts managed by the Ryan White Program (RWP) Office on behalf of the IEHPC, as provided by the Ryan White HIV/AIDS Program legislation and HRSA policies, guidance, and other requirements.

**Definition of Services (HRSA)**

***Medical Transportation Services** include conveyance services provided, directly or through voucher, to a client so that he or she may access health care services.*

**I. Care and Treatment Goal(s)**

To enable access to health care or support services as deemed necessary by clinician and/or medical case manager to maintain/improve health outcomes.

**II. Service Goal**

To provide transportation services to necessary health care or support services for eligible individuals that also take into account the traveler's health-care needs. Transportation services may be provided routinely or on an emergency basis.

**A. Service Objectives**

1. To provide various modes of transportation to health care or support service appointments.
2. To provide a service that is safe, of high quality, and prompt.
3. To provide cost-effective transportation to health care or support service appointments.

**B. Description of Services**

### Service Components

1. ~~When appropriate, S~~service provision plans must be ~~shared with the Medical Case Manager~~made available for development of the client's Care Plan.
2. ~~The If a Care Plan is in place the Care Plan should developed by the Medical Case manager must~~ be reviewed and incorporated ~~into the delivery of Medical Transportation. If a client receiving Medical Transportation presents with If agency staff providing transportation services identifies~~ additional service needs, these needs ~~should must~~ be ~~incorporated communicated in~~to the ~~clients Care Plan, if they are ever in need of~~ Medical Case management. ~~r for inclusion in the Care Plan.~~
3. Provide the most economical means of transportation whenever possible.
4. Allowable modes of transportation service include:
  - a) Bus passes
  - b) Gasoline vouchers
  - c) Van trip
  - d) Urgent taxi trip (only when no other option is available)
5. Documentation must be maintained for all modes to verify that transportation funds were received by the client and were used to access necessary health care and support service appointments. For instance, the provision of gasoline vouchers requires a log with client signature and date indicating that the client received the gasoline voucher as well as a consumer travel record showing dates, location of service appointments and mileage. Travel records must be signed by a staff member at the destination-agency (medical or support service staff) to verify that the individual made it to the intended appointment.
6. No-cost, non-profit or volunteer transportation services should be used as often as possible. Agency representatives must identify such resources with clients prior to provision of other options.
7. Taxi services may be used, but should be considered last resort.

### C. Limitations

1. Funds may not be used for client automobile maintenance or repairs or for tires.
2. Funds may not be used for ambulance service.
3. Funds may not be used to transport individuals outside the TGA except when needed services are unavailable within the TGA. Trips outside the TGA must be recommended by a physician, clinician, and a medical case manager, and authorized by the Ryan White Program Staff.
4. Funds may not be used to assist with participation in clinical trials.
5. Funds may not be used to transport individuals to Inland Empire HIV Planning Council meetings or other meetings not directly associated with maintaining/improving the individual's health care.



**III. Service-Specific Staff Qualifications**

If staff is used to provide van transport, they must have a California Driver's License and the minimum required amount of Automobile Insurance as required by the law to transport clients. *Please refer to the Common Standards of Care for additional general staff qualification requirements.*

**IV. Exceptions and Urgent Need**

*Please refer to the Common Standards of Care for guidance concerning exceptions and Urgent Need.*

**V. Reportable Units of Service and Financial Eligibility**

*Please refer to the current service contract for a description of the unit of service and financial eligibility thresholds for each service category.*



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Henry Nickel  
 Community Co-Chair

# Standards Committee

Thursday, February 02, 2012  
 2:00pm-4:00pm

Meeting Location  
 San Bernardino County  
 Department of Public Health  
 120 Carousel Mall  
 San Bernardino, Ca 92415  
 (909) 388-0426/PCS Mobile (909) 693-0750

Teleconference Site  
 Desert AIDS Project  
 Situation Room, West Wing  
 1695 North Sunrise Way  
 Palm Springs, CA 92262-3702  
 (760) 323-2118

*These facilities are in full compliance with the Americans with Disabilities Act of 1992.*

## Minutes

<b>2:00</b>	<b>1. Call to Order</b> <ul style="list-style-type: none"> <li>▪ Roll Call*</li> <li>▪ Introductions</li> </ul>	T. Evans
	<b>2. Public Comments<sup>1</sup></b> None	Members of the Public
	<b>3. Members Privilege</b> None	PC Members
	<b>4. Approval of Agenda<sup>2</sup></b> Motion/Second: B. Orr/G. French Motion carried.	T. Evans
	<b>5. Approval of the Minutes<sup>2</sup></b> 5.1 Minutes of January 19, 2012 Motion/Second: B. Contreras/A. Ziven Motion carried.	T. Evans
	<b>6. New Business<sup>2</sup></b> 6.1 Review and discuss the Standards of Care as revised by the Committee on 01/19/2012 and reviewed by the Ryan White Program on 01/27/2012 <ul style="list-style-type: none"> <li>• Common Standards (A-1)</li> <li>• Financial Eligibility (A-2)</li> </ul>	

- Food Services (A-3)
  - Case Management (No-Medical) (A-4)
- 6.2 Review and Revise IEHPC Standards of Care
- Housing Services (A-5)
  - Medical Transportation (A-6)
  - Psychosocial Support Services (A-7)

Motion to accept the revised Standards of Care.  
 A. Ziven/G. French  
 Motion carried.

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**7. New Business<sup>2</sup>**

7.1 Discuss Peer Counseling

Committee Members

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**8. Public Comments**

A. Brazier thanked the committee for allowing him to participate in the discussion and considering his comments.

Members of the Public

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**9. Members Privilege**

K. Fellipeli thanked Committee Members and the Providers for welcoming her.

PC Members

G. French gave his condolences to the Etta James and Don Cornelius families.

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**10. Review of Action Items**

PCS will revise SOC's.  
 PCS will reagendaize Housing, Transportation and Peer Counseling.

PC Staff

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**11. Agenda Setting for Next Meeting**

PC Members/ T. Evans

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**12. Roll Call\***

PC Staff

**4:00**

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**13. Adjournment**

T. Evans

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